

Friends of Halesworth County Library

Minutes of meeting of the Trustees held on 27th February 2018

Present:

Alison Britton (Chair/Minutes), Natalie Evans, Sheila Freeman, Ali Hopkins, Yvonne Sandison, Irene Thomas

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| 1. Welcome and Apologies | <ul style="list-style-type: none"> Apologies from Evelyn Lindqvist, David Olds (David Borer) | |
| 2. Minutes | <ul style="list-style-type: none"> Minutes of meeting held on 9th January 2018 were approved and signed. | |
| 3. Matters arising | <ul style="list-style-type: none"> Sophie Green has weeded and refreshed the YA books which remain on the mezzanine. Brandon King will come to do a similar job with the non-fiction and reference books. The crime prevention officer has not visited or been in touch again. He needs a second officer to come with him and was having difficulty arranging this. Continuing to try to establish a better relationship with the teenagers. Ali suggested the following Libraries as being ones to visit to see how other libraries are laid out: Aldeburgh, Bungay, Beccles, Especially Felixstowe, and Woodbridge. | <p style="text-align: right;">AH</p> <p style="text-align: right;">All</p> |
| 4. Reports: Library Manager | <p>Alison and Sheila did not feel it necessary to give reports and David Borer was not present.</p> <ul style="list-style-type: none"> It will be necessary to buy new wheeled shelving for the non-fiction books if we are to have the same flexibility as we have with the fiction. The current non-fiction shelves would be too heavy to move. Trustees agreed that some trial casters should be purchased for the sale book shelves to see how those will work. We might ask Julian from FG for some suggestions and advice. But we want to stick with metal shelving. For now, our priority should be the mezzanine. Replacing furniture as necessary and deciding what to do with the refence section – and the YA books. Volunteer Linda Sherman has devised a quiz which will be sold for £1 and has a £10 book token prize. She will take responsibility for checking entries etc. Trustees felt that the entry forms should have individual numbering and perhaps be stamped to prevent people making photocopies. Jenny Olds has found an idea for a plastic sheet with wording to cover the door and make us look more up to date. Trustees thought this was a great idea but there were some misgivings about some of the wording. Ali will circulate the wording for comment. EPS has quoted £128 +VAT for producing and applying it to the door. Trustees agreed that this seemed reasonable. Pens and Ready Specs are selling well, and the Easter raffle has got off to a good start. Ali has et Bruce Leeke, the new CEO of Suffolk Libraries. When he has settled in we might consider inviting him to come to speak to us. | <p style="text-align: right;">AH</p> <p style="text-align: right;">AH</p> <p style="text-align: right;">AH to circulate wording All to comment</p> |
| 5. Plans for the AGM | <ul style="list-style-type: none"> Our AGM will be on 24th April, so we need to make plans. Alison circulated information from Sylvia Knights (Bungay and Suffolk Libraries Board) detailing the changes that Bungay Friends had made to their Constitution last year. See next bullet point. <i>Sylvia had written: We amended our constitution at our AGM in July. The proposed amendment was listed on the agenda which was posted out to all members with all the other relevant paperwork. The agenda item was : Proposed amendment to the constitution. It is proposed by the trustees that Clause 16 of the current CIO constitution be</i> | |

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| | <p><i>amended to remove the restriction on the number of terms a trustee may serve. Clause 16 would then read "Any person who retires as a charity trustee by rotation, or by giving notice to the CIO, is eligible for reappointment". At the meeting we had a proposer and seconder and there was a simple show of hands, which passed the amendment.</i></p> <p><i>We then notified the change to the CC, together with an amended copy of our constitution, when advising any changes in trustees.</i></p> <ul style="list-style-type: none"> • It was agreed by those present that we should also make this amendment to our constitution. • The agenda and amendment should be ready for distribution at the beginning of April – by email for FoHCL who have email and by hand/post to those who do not. • We discussed possible speakers. Alison suggested it would be good to have a writer who would be a draw to increase attendance at the AGM. • Various suggestions were made, and the following was decided, as a short list, to be approached in this order: <ul style="list-style-type: none"> ○ Julia Blackburn (author of fiction and non-fiction, including a memoir, lives in Bramfield) – Yvonne will make contact. ○ Diana Quick (actress who has also written a memoir and has spent time in Suffolk since 1981) – Yvonne will make contact. ○ Wendy Holden (writer - biographer, ghost writer – who lives locally http://www.wendyholden.com/contact-info.php) – Sheila will make contact. • Ali will look out any information she has on possible speakers and speak to Charlotte at Southwold for ideas. Nicola Upton and Elly Griffiths were also mentioned. • We need to have a speaker booked when we send out the agenda and do other publicity at the start of April. | <p>AB & AH</p> <p>YS</p> <p>YS</p> <p>SF</p> <p>AH</p> |
| 6. Halesworth Town Council Grant | <ul style="list-style-type: none"> • Alison reported back on her attendance (with David Olds) at the Finance Committee mtg of HTC on 29th January. We had applied for £4,000 but had been granted £3,000. We were pleased with this as most groups were getting less than they had requested and some did not get anything. • It is important that someone attends the finance committee because although it was described as important for someone to be there to answer any queries from the committee, it was necessary to be present to outline the application. • It is worth noting that the HTC grant money is distributed by the financial year which means it is running out by February. So we might want to consider putting in an application before the end of the 2018-2019 financial year, e.g. November. • We need to send a letter of thanks to the HTC. | <p>AB & AH</p> |
| 7. Correspondence | <ul style="list-style-type: none"> • Halesworth Town Council Alison reported that she had received an email from the HTC saying that two councillors were conducting a review of Council representatives on voluntary groups and charities in the town. We appear to have “observers” but had never been informed of this and did not know about it (including the fact that Irene Thomas was listed a member of the public “observing us”. Irene explained that she had agreed to feedback on Library issues but had never been asked to). WE agreed that Alison would respond with some questions as we do not really understand the purpose of “observers” (3 councillors) who do not appear to observe. • Halesworth Lions Alison, on behalf of the Tourism Group, and Ali, on behalf of the Library had received information about the Lions Carnival with invitations to have a stall or a float, or an advert in their programme. As a | <p>AB</p> |

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| | <p>charity we did not feel that we could contribute to this. As the message seemed to be more of a mail-shot than a personal invitation, we decided to ignore it.</p> <ul style="list-style-type: none"> • UK Parliament Alison had received a letter addressed to the FoHCL but at her home address, concerning the various celebrations of the “journey towards equal voting rights for women and men”. Various materials can be obtained, and Alison will follow this up. • HMRC Alison had also received a letter from HM Revenue and Customs informing her that as she had become an official for a registered charity she was expected to have read the HMRC Fit and Proper Persons guidance. No other officials had had a similar letter. Alison will check the website link to ensure she is a “fit and proper person”. | <p>AB</p> <p>AB</p> |
| 8. Discussion | <ul style="list-style-type: none"> • There was no time for further discussion. | |
| 9. Any other business | <ul style="list-style-type: none"> • None. | |
| 10. Dates of next meetings | <ul style="list-style-type: none"> • Tuesday 10th April 2018 at 5:30pm and the AGM will be at 6:30 on Tuesday 24th April. | |

Signed as an accurate record:

Alison Britton, Chair.

Date: